



इलैक्ट्रिक पावर इनफारमेशन सोसायटी
(केन्द्रीय विद्युत प्राधिकरण)
ELECTRIC POWER INFORMATION SOCIETY
(Central Electricity Authority)

पजीकरण संख्या S-29651
Regn. No. :

सेवा भवन

आर. के. पुरम, नई दिल्ली--११००६६

Sewa Bhawan

R.K. Puram, New Delhi-110066

SPEED POST /CEA Web Site

No.F.1/5/2011/EPIS/CEA

Date: 17-11-2011

To

Subject: Notice Inviting Quotaions for the design, printing, lamination and binding of CEA document "Electricity Tariff & Average Rates of Electricity Supply in India - March 2011."

Dear Sir,

Sealed quotations are invited from the printers who have their own printing press with in-house complete equipment required for the design, printing, lamination and binding of the CEA document.

The CEA document " **Electricity Tariff & Average Rates of Electricity Supply in India - March 2011**" would be designed, printing, laminated and bound in 350 copies. The size of the book will be about 8-1/2" x 11" on in A4 size as per previous issue (old copy of the document may be seen before quoting). The document text would be printed on 130 GSM Megnostar Imported Art paper in black & white with text material, Charts & Tables, etc. The separators will be designed and printed in multicolour. The document will be of about 190 pages of text material in black and white, three colour separators and cover. The documents would be designed and printed as per manuscript material and as per direction of the designated officers. The cover (front and back pages) would be designed & printed on 300 GSM Megnostar Imported Art cover paper. The Ashoka logo of Government of India (3 lions with the "Satya Mev Jayate") on cover page shall be embossed in golden. The embossing of the Ashoka loge shall be done with hard pressed die with clear raised logo. The golden colour of the logo should not be spread our on the cover. The Logo die sample may be enclosed with the quotation. The document would be bound after lamination of cover (Front and back pages) by perfect thermal thread binding having 4 (four) creasing. The samples of Logo, cover paper and text paper may also be enclosed indicating GSM and name of the country of the paper with the quotaion for consideration and approval. The rates of text material per page and per leaf may also be given separately of Black & White text material and multicolour text material if increase or decease for the calculation purposes.

Contd.2/-

The brief features of the document including above are also given below:

1. The CEA document “**Electricity Tariff & Average Rates of Electricity Supply in India - March 2011**” will be of 190 pages of text material in black and white, three coloured separators and cover of the above mentioned size and specifications.
2. The document having charts, tables, etc. with the text material in Multicolour and on colour page separators in B&W printing as per manuscript.
3. The inside text material of the document would be printed back to back & one side in black & white on 130 GSM Megnostar Imported Art Paper.
4. The printing can be done on both sides of the pages/sheet/leaf wherever necessary as per manuscript. The printed data should be clearly visible/readable letter and numerals. The manuscript material will be supplied in floppy/CD along with a hard copy. The printer shall be responsible for adjusting the text material in the software system i.e. Page Maker etc. The proof reading etc. will also be done by the printer at his own level. Only one proof (Dummy) in colour & black & white will be submitted for final approval along with 3-4 cover design on actual colour of printing.
5. **The full report setting in the Page Maker System will be done by the printer in the office of CEA / EPIS by deputing their computer & design personnels with all required software system.**
6. The cover (front and back pages) of the document should be designed and got approved after submitting 3-4 designs on actual printing colours.
7. The cover (front and back pages) of the document should be laminated and printed in multicolour on 300 GSM Megnostar Imported Art Cover Paper.
8. The printed document shall be properly bound by perfect Thramal Thread Binding after lamination having For (4) creasing so that binding paste & paper should not be seen out / come out.
9. If the quality of the work i.e. paper, design, printing setting of printing, lamination and binding etc. is not found as per the requirement of the job order specification then amount shall be deducted from the bill as per decision of the CEA/EPIS authorities.
10. **The sample of logo, text paper & Cover paper indicating GSM and name of the country are to be submitted/enclosed with the Quotation/Bid otherwise quotation can not be considered.**
11. All the manuscript materials including approved Dummy will be returned to the undersigned at the time of delivery of the printed document along with all negatives, positives, etc. prepared by the printer for printing.
12. **A CD each of the final printed document will be provided by the printer in word and in PDF system. Otherwise payment will not be released.**
13. All clarifications may be obtained from undersigned before quoting.

The quotation on the above may be submitted at the Sale Counter of EPIS (CR Sectin CEA, Ground Floor Sewa Bhawan, R.K. Puram, New Delhi -110066) in sealed envelope by 3.00 P.M. on 2-12-2011 and will be opened in the presence of printers/their representatives on the same day at 3.30 P.M. in the office of the undersigned.

Note:

- (i) The Sale Tax/VAT etc. chargerable extra, if any, shall be indicated separately. If taxes are not mentioned in the quotation then it may be presumed that taxes are included in the quoted rates.
- (ii) The rates of printing additional copy/copies may be quoted with the time period.

- (iii) Time of completion of work and submission may also be indicated clearly otherwise quotation can be rejected.
- (iv) Delivery and Collection of all materials shall be at CEA/EPIS office in Sewa Bhawan, R.K.Puram, New Delhi.
- (v) **In case of addition/ deduction of text page, the rates per page /leaf in B/W and coloured may also be indicated separately.**
- (vi) **The cover and separators design na dtext mateial setting of printing will be done page to page of document by the printer deputed personnels in the office of CEA/EPIS, as per manuscript material and direction of designated officers. Personnels will be deputed by the printer till the approval of final Dummy.**

The following information may also be confimed / submitted while quoting otherwise it will be assumed that these conditions are acceptable.

- (a) You are having own in house computers, printing press, lamination, binding machine etc. along with complete other equipment facilities required for the document at one place.
- (b) 10 % contract award amount will be deposited as Guarantee/Security (Refundable) by DD/Bankers cheque of a Nationalised Bank of New Delhi/Delhi in favour of "Secretary, EPIS, New Delhi" by the successor before placeing the job order.
- (c) After Letter of Officer of work Printer will depute their computer & design personnel with 2-3 days as per requirement of the concerned officer for the work. If personnels are not deputed then as per clause (f) penalty will be imposed accordingly
- (d) .All Manuscript material including negative, positive, P.S. Plates etc. prepared by the printer for printing the document will be returned to EPIS in workable condition after completion of the job or with the supply of document by the printer. Final approval Dummy will be supplied by the printer along with the supply of printed document for checking otherwise document received receipt will not be given.
- (e) TDS and other taxes will be deducted as per rule in force.
- (f) In any stage it is found that printer is not doing work in time or not deputing required personnels in time then penalty will be charged / levied besides below Clause (g) @ Rs. 300/- per day for the delay period.
- (g) If printer fails to deliver the document as per the requirement of the job order specification along with the manuscript material including dummy negative, positive, etc. in full in time, then late delivery charges will be levied and deducted from the bill @ of 0.5% per day of the job order price upto a period of 7 working days and thereafter 1% for next 7 working days maximum. If even then printer fails to deliver the printed document, the order will be treated as cancelled and Guarantee/Security deposit will be forfeited.
- (h) If any dispute arises during the working period that will be decided by the chairperson (CEA)/President(EPIS), whose decision shall be final and binding on both the parties i.e. EPIS and printer.
- (i) A copy of the lates Income Tax Clearance Certificate or PAN Number to be submitted.
- (j) A copy of the Sales Tax / VAT Registration / Clearance Certificate to be submitted.
- (k) Details of last 3 year work order of similar nature of work with year-wise break-up of the turn over along with Audit Report to be submitted.
- (l) Details of the owner and management staff members and employees with designation/category-wish to be submitted.

In the event of non-compliance of any of the above conditions, the quotation shall be treated as invalid. The Society reserves the right to accept or reject any quotations without assigning any reasons in the public interest.

Yours faithfully,

**(ALOK SAXENA)
Joint Secratary (Adm.&Tech.)
Tel. 26108309(O)**